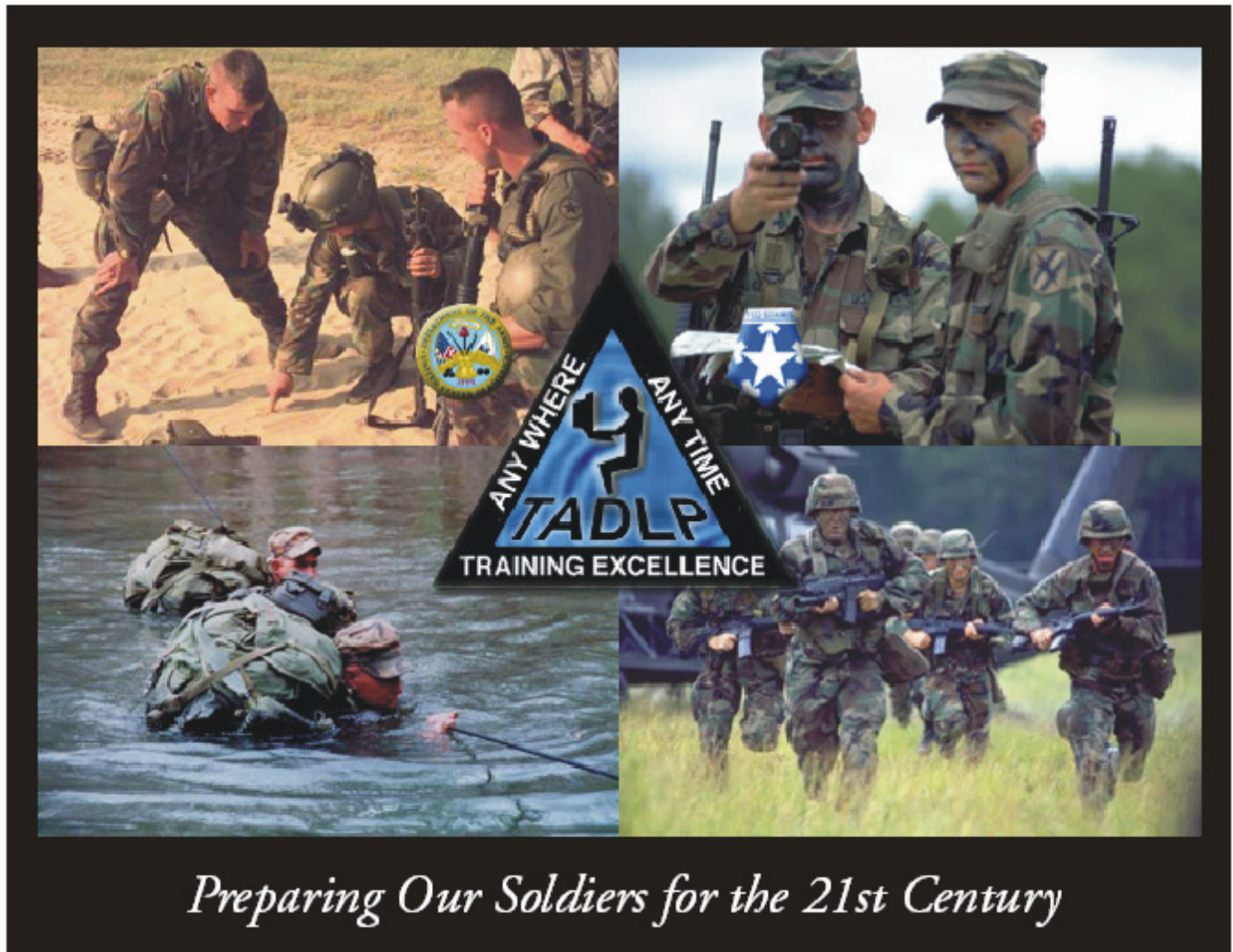


THE ARMY DISTANCE LEARNING PROGRAM



Configuration Control Board (CCB) Process

Version 1.0

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OFFICE OF THE PROJECT MANAGER
THE ARMY DISTANCE LEARNING PROGRAM



APPROVED BY:

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PREFACE

This document defines the process, policies, procedures, and guidance for the management of the TADLP Configuration Control Board (CCB).

This process has been written in support of TADLP development, production, and life-cycle maintenance. Its intent is to assist configuration management of the Distance Learning computer resources, facilitate management, of hardware, software, firmware and documentation being developed for the TADLP environment.

This process will be reviewed, updated, and approved periodically to maximize efficiencies of the TADLP PMO staffing environment in its delineation of programmatic responsibilities entrusted by the Department of the Army, to provide “*training to the warfighter any place, any time.*”

1.0 INTRODUCTION

1.1 Total Army Distance Learning Program (TADLP)

The Total Army Distance Learning Program modernizes existing Army training systems through application of information technology and a multimedia approach to training delivery. The modernized training system links Army Service schools with the Force XXI Army in the field through common-user telecommunications networks. TADLP delivers standardized individual, collective, and self-paced development training to soldiers, civilian employees, and units at the right place and right time using distributed means and technologies.

1.2 Purpose and Scope

This process establishes a uniform process for effective CCB management of Configuration Item (CI) Engineering Change Proposals (ECPs) identified for development and implementation of the TADLP. The CCB Process provides policies and procedures employed to establish and maintain program integrity throughout TADLP development and life cycle support. The primary objective of the CCB process is to be responsive to the TADLP Program Management Office (PMO) requirements while applying manageable principles of safety, engineering, and design throughout the developmental process.

2.0

CONFIGURATION MANAGEMENT ORGANIZATION

2.1

TADLP Organizational Relationships

The Program Manager for the Total Army Distance Learning Program is responsible for coordination of individual projects required to install TADLP objective classrooms and computer based training environments. Many of these individual tasks have been delegated to subordinate managers who also ensure that effective CM is applied throughout the TADLP developmental and life cycles. Functional organizations within the Program Management Office (PMO) are tasked to provide the necessary products, information, and services for ensuring effective CM. Figure 2-1 depicts the TADLP organizational relationships.

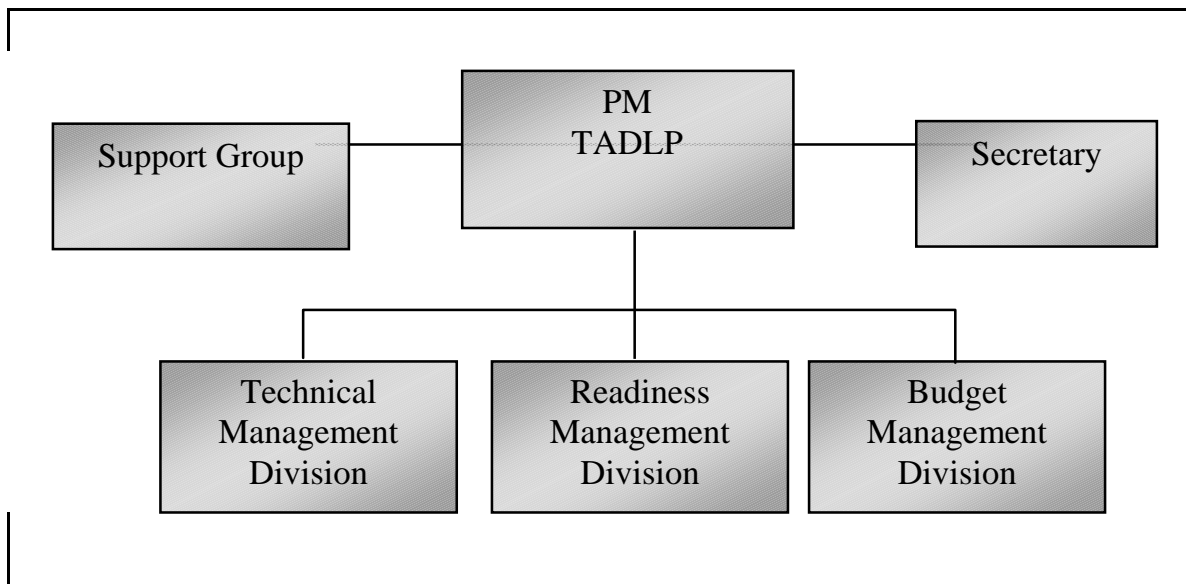


FIGURE 2-1. TADLP ORGANIZATIONAL RELATIONSHIPS

The Configuration Management Officer (CMO) coordinates the CM activities of the TADLP while providing internal CM and audit support. Organizational interfaces for implementation of configuration control and delivery schedules are conducted through the functions and agendas of the Configuration Control Board (CCB). Initially, the CCB is chaired by the PM; however, the TRADOC Program Integration Officer (TPIO) assumes the CCB Chair responsibilities at Milestone IIIc. The board includes representatives from the PM and the TPIO.

2.2

Responsibilities

- (1). The CMO is responsible for CCB administrative related functions.
 - a. Configuration Control Board Administrative functions:
 - (1). Provide overall coordination of CCB functions

- (2). Coordinate preparation and distribution of the agenda for scheduled CCB meetings
 - (3). Ensure members have reviewed ECPs in sufficient time to prepare for CCB proceedings
 - (4). Function as Secretary for the CCB, record and distribute the minutes of each meeting
 - (5). Generate point versions for approved ECPs as directed by the CCB
 - (6). Monitor action items assigned by the CCB, prepare periodic reports of overdue items as required
- b. The CCB is established as a policy-making board for exercising CM within the TADLP system and program.
 - c. The CCB is composed of (at minimum) the following program management staff and personnel:
 - (1) Program Manager, Chairman (voting member or designated representative)
 - (2) TPIO, Co-chairman (voting member or designated representative)
 - (3) System Engineer
 - (4) Independent Tester
 - (5) PMO Division Chiefs, Advisors
 - (6) Configuration Manager, Secretary

2.2.1 CCB Duties and Responsibilities

- d. The duties of the CCB are:
 - (1) Accept responsibility and control of specified baseline documents relative to subsystem and functional requirements
 - (2) Review the impact of changes on TADLP operational requirements
 - (3) Review, approve/disapprove, or defer proposed changes based on program requirements, considering the impact on safety, cost, scheduling, and feasibility
 - (4) Authorize interim implementation of changes based upon urgency and verbal resolution of cost or other impacts to avoid schedule slippage, prevent additional system failures, or promote safety
 - (5) Make recommendations for resolution of changes affecting the TADLP/Army Training system and/or subsystem interfaces
 - (6) Identify shortfalls and deficiencies of designated interfaces
 - (7) Resolve disagreements concerning ECPs and TRs
 - (8) Provide direction for configuration control matters and CM
 - (9) Evaluate implementation impact of new releases and modifications to existing CIs

2.2.2 Operations

The CCB Chairman (PM), or in his absence the Co-chairman (TPIO) conducts the formal CCB. Additionally, the Chairman or Co-chairman renders the final decision regarding the course of action to be taken on each item presented to the board. Formal CCB meetings are conducted quarterly, or when the ECP classification and severity determines the necessity. Class I ECPs require the CCB to convene, approve, and provide the go-ahead for implementation dates for the engineering change. Class II ECPs require CCB Chair and Co-chair signatures (only) for approval, and therefore do not require the full CCB to convene. The PM and TPIO signatures constitute CCB approval within the TADLP ECP process for Class II ECPs.

The CMO provides an agenda to each member of the CCB at least 10 working days in advance of a scheduled meeting. Original ECPs, comments, impact statements, and other necessary data will be available within the CMO for review by each member or his representative. Members must be prepared to provide an impact statement in their area of responsibility. Emergency CCB meetings are convened through the CMO whenever necessary to respond to program requirements.

2.2.2.1 Agenda Packages

CCB agenda packages consist of the agenda and the change package (s). Agendas are prepared and distributed by the CCB Secretary (CMO) and consist of:

- (1) The date, time, and location of the meeting
- (2) A list of items for review and identification of those items requiring further action
- (3) The change package that includes original change proposals, review and impact comments, and all necessary data pertinent to the CCB review. Change packages are made available by the CMO. Copies of related, derived, or other operational program ECPs are also available

2.2.2.2 Execution of Formal TADLP CCB

Formal CCB meetings are conducted by the Chairman, who shall:

- (1) Review agenda and consider requests to change the sequence of scheduled items
- (2) Solicit evaluation comments from CCB members
- (3) Assign action items to individual members to provide additional information for items which can neither be approved nor disapproved due to lack of required data
- (4) Render a decision to approve as is, approve with change, disapprove, or defer action. The reasons for disapproving or deferring an item will be stipulated. When possible, documents requiring a signature will be signed at the conclusion of the meeting

2.2.2.3 Post-TADLP CCB Actions

The CCB Secretary shall:

- (1) Prepare the minutes of all CCB proceedings
- (2) Distribute the minutes of the proceedings to all CCB participants
- (3) Forward appropriate ECPs to higher level CCBs with recommendations, as directed by the CCB Chairman

2.2.2.4 Execution of Informal TADLP CCB

The functions of formal CCBs for Class II ECPs are accomplished informally via the ECP action and routing process, configuration management tools, individual coordination, and telephone.